Instructions
2011 Registration of Legally Blind Students for Federal Quota Funds
Enrollment as of: Monday, January 3, 2011
Deadline for Return of Registration Form: February 1, 2011

Statement of Confidentiality
All personally identifiable data collected for this census shall be considered
confidential and treated as such.

Eligibility for Federal Quota Registration

To be eligible for registration in the Federal Quota Program, students **MUST** meet the following criteria, as outlined in the **Act to Promote the Education of the Blind**:

- Meet the definition of legal blindness:
  "central visual acuity of 20/200 or less in the better eye with best correction; a peripheral field so contracted that the widest diameter of such field subtends an angular distance no greater than 20 degrees; or visual performance reduced by a brain injury or dysfunction when visual function meets the definition of blindness as determined by an eye care specialist or neurologist."
- Be enrolled in a formally organized public or private, nonprofit educational program of less than college level. Note: **The educational programs providing services to these students can include public, private, and parochial schools.**
- Be enrolled with the registering school or agency on Monday, January 3, 2011.

Eligibility of Infants, Preschool Children, and Homebound Students
Eligible infants, preschool children, and homebound students can be registered if they are enrolled in a formally organized, regularly scheduled educational or training program and have a written education plan.

Eligibility of Students Who Are Home Schooled
In order for blind students enrolled in home school programs to prove eligibility for registration in Federal Quota Program, the home school program should meet guidelines and/or procedures in effect within the state. If a student has transferred out of the district and is being home schooled, please contact Yvonne Ali who can provide a registration packet for home delivery.

Eligibility of Adults
There is NO chronological age limit for eligibility. The federal law limits registration to persons working at less than college level, but places no restriction on the age of eligible students. Legally blind, adult students in education programs MUST "have a written instruction plan and be enrolled in and attend, on a regular basis, an instructional program of at least 20 hours of instruction per week. Social and leisure programs do not qualify as instructional programs."

Students who are legally blind, may be listed on the APH Registry for Federal Quota Funds even if they are currently not receiving Special Education Services because of their visual impairment.

Required Documentation

The following documents for each registered student must be on file with the local agency or school in the event that an audit requires evidence of the student's educational program or visual acuity. Do **not** submit these to APH **nor** to the Missouri Instructional Resource Center.

- **Written Education Plan** to verify that the student is in a formally organized educational program. It may be an IEP, a 504, or any other written action plan. A student who is legally blind can be registered for Federal Quota Funds even if he/she does not current receive Special Education Services as long as there is a written education Plan and a current eye report.
- **Current Eye Report** within three years by an ophthalmologist or optometrist (or neurologist if the student is classified as "Functions at the Definition of Blindness").
  Exemption from the current eye report regulation: Students with proven non-changing eye conditions, such as bilateral enucleations, anophthalmos, or other conditions determined immutable.

Completing the Registration Form

If you do not have a student who is legally blind to report, print the name of your district/agency, check the box near the top of the form, complete the back of the form, and return it to Yvonne Ali (contact information is on page 4) .

This registration packet contains a blank registration form and a list of previously registered students for those agencies or school districts that reported students in 2010. Use these forms to compile the list of students to be included on the registry for 2011. Complete all data fields. Be sure to include eligible students enrolled in your early childhood programs.

If you registered a student last year that is not longer in your district, please include a note on the list for that student indicating why he/she is not registered (e.g., "no longer qualifies", "moved out of state", "moved to ABC School District", "moved to unknown", "graduated", etc).

For each eligible student, the following data MUST be reported:
- Name of the School district, private school or agency enrolling the student
- Name of student
- Date of birth (Month-Day-Entire Year, e.g., 11-23-1993)
- Grade placement
- Measurement of vision in right eye
- Measurement of vision in left eye
- **Language spoken by the student - NEW!** (This data field is new this year!)
- Primary reading medium
- Secondary reading medium
- Any additional reading medium
- Written Education Plan (indication that one exists)

For each eligible student, the following data is not required to receive Federal Quota Funds but is collected to assist in program development.
- Missouri Student Information System (MOSIS) number (applies to public schools only)
- Near Vision Measurement
- Assessments
- County where the school district, private school or agency is located
- Vision Services

Grade Placement
Use the appropriate reporting code for grade placement from the choices below:

Reporting Code	Definition of Student Placement Categories
IP	**Infants:** Children of preschool age served by infant programs
PS	**Preschool Students:** Children of preschool age served by preschool programs
KG	**Kindergarten Students:** Children enrolled in kindergarten classes
For example **01 (for grade 1)**	**Students of School Age:** list the current grade placement for students in regular academic grades 1 through 12.
AN	**Academic Non-graded:** Students of school age who are working to acquire skills necessary for placement in a regular grade.
VO	**Vocational Students:** Students of school age who are in vocational training (e.g., students enrolled in a program that leads to independent employment). *This does NOT include students in prevocational programs or classes.*
PG	**Post-graduate Students:** Students of school age, as determined by state law, in post-graduate high school program, studying at less than college level
OR	**Other Registrants:** Students of school age, as determined by state law, who do not fall into any of the above placements (e.g., students enrolled in classes for non-academic students)
AD	**Adult Students:** Adults over 21 years of age in educational programs of less than college level

Measurement of Vision with Correction

- Vision measurements performed by an ophthalmologist or optometrist must be indicated for each student. Report the visual measurements using **only the codes listed below.**
- Visual measurements must be underlined current within three years. A reasonable exception will be made for persons who are totally blind or whose eyes have been enucleated or who have proven non-changing eye conditions.
- A separate measurement must be listed for each eye.
- Measurements should be stated in terms of underlined distance on the Snellen Chart whenever possible. Diseases of the eye and eye conditions are **NOT** acceptable reporting codes.
- Even in the case of a non-communicative or non-responsive student, there must be verification that the student meets the definition of blindness as outlined on page one of these instructions.
- "Functions at the Definition of Blindness" (FDB) is a category indicating blindness due to brain injury or dysfunction as determined by an eye care specialist or neurologist. Students in this category manifest unique visual characteristics often found in conditions referred to as neurological, cortical, or cerebral visual impairment.

Reporting Code	Visual Measurement
For example **20/400**	**Distance vision** of 20/200 or less with maximum correction using the Snellen Chart
For example **VF20**	**Visual field** of 20 degrees or less (Add the degree of restriction after the **VF** code, for example: VF20)
CF	**Counts Fingers:** Use only when an eye specialist finds it is not possible to use the Snellen Chart.
FDB	**Functions at the Definition of Blindness:** Use when visual functioning is reduced by brain injury or dysfunction and visual acuity is not possible to determine using the Snellen Chart; includes cortical visual impairment (CVI) if the eye care specialist or neurologist indicates legal blindness due to CVI.
HM	**Hand Movements:** Use only when an eye specialist finds it is not possible to use the Snellen Chart.
OP	**Object Perception:** Use only when an eye specialist finds it is not possible to use the Snellen Chart.
LP	**Light Perception only**
NIL	**Totally Blind** with no light perception.

Near Vision Available

If you have a measurement of near vision acuity, please check the box.

Language

New! this year – please list the primary language spoken by the student.
Use NA (not applicable) for those registrants who do not use speech due to age or developmental level, e.g., infants, etc.

Primary Reading Medium

The primary reading medium is the reading format used most often for each student.

Use only one of the following codes for reporting the Primary Reading Medium:
- **RP**   for Regular Print with no enlargement
- **LT**   for Large Print hardcopy
- **EL**   for Large Print via electronic screen enlargement software or a CCTV as an aid to read print
- **DV**   for the use Optical Devices that may be used with regular print as an aid to reading print
- **B**   for Braille
- **A**   for Auditory
- **P**   for Pre-Reader to indicate that the student is working towards a readiness level and can include infants, preschoolers, and older students with a reading potential.
- **N-R**   for Non-Reader to indicate a student who shows no reading potential or who does not fall into any of the above categories

Secondary & Additional Reading Medium

1. **Secondary Reading Medium** is the reading format used to some extent as a second choice.
2. **Additional Reading Medium** is a reading format beyond the primary and secondary mediums that is used some of the time.

Use only one of the following codes for reporting the Secondary and Additional Reading Medium:	
RP	for Regular Print with no enlargement
EL	for Large Print via electronic screen enlargement software or a CCTV as an aid to read print
LT	for Large Print hardcopy
DV	for the use Optical Devices that may be used with regular print as an aid to reading print
B	for Braille
A	for Auditory
NA	for No Additional Reading Media

Written Education Plans

If the student has any kind of written education plan (i.e. IEP, IFSP, or 504), please check this box.

Assessments

Check the box for each type of assessment that has been performed for each student.

LVA	**Clinical Low Vision Evaluation:** an assessment of visual functioning that is conducted by an optometrist or ophthalmologist who specializes in low vision and includes tasks to identify whether an individual could benefit from the use of optical devices (reading glasses, magnifiers) or services (instruction in the use of devices).
FVA	**Functional Vision Assessment:** real objects and equipment used to facilitate instruction in, and practical application of, skills taught in school. An FVA is intended to identify a student's present level of visual performance and highlight the educational implications of the student's particular vision loss.
LMA	**Learning Media Assessment:** an objective process of systematically selecting learning and literacy media for students with visual impairments

Vision Services

If the student receives services from a teacher certificated in the education of students who are visually impaired, please check the box.

Return Completed Form by February 1, 2011 to:
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St. Louis, MO 63110
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